ESTIMATOR® Project Level field information

At the project level of the estimate file there are multiple fields that need data entered. The following is a guide to correctly populating those fields.

** Note: All Data entered in Estimator needs to be done in UPPERCASE LETTERS **

Page 1 Tab

Estimate ID: This field is the PPMS Project Identification number (PIN).

Spec Year: This field is locked based on the catalog selected.

Base Date: This is the date that the estimate is being prepared (if a template is being used this field will already be populated but will need to be updated).

Longitude of midpoint: This is the longitude at the midpoint of the project. Available sources include Google Earth or GIS as well as other places. If there are multiple sites to the project use the site that has the greatest monetary impact on the project.

Latitude of midpoint: This is the Latitude at the midpoint of the project. Available sources include Google Earth or GIS as well as other places. If there are multiple sites to the project use the site that has the greatest monetary impact on the project.

District: This is the Construction region as defined by the PDD Construction Section that the project is located in. (SW, SE, NE, or NW.) This is **NOT** the operations (maintenance) district number.

Federal/State Project Number: This field is the project name and number shown within the corner block of our plan sheets. The field as designed within Estimator has a limitation of 30 characters maximum which may result in the need to abbreviate. If abbreviation is required, it should be done in a manner which will not compromise the integrity/identity of the project name but more importantly the project number.

As an example WALLINGFORD – RUTLAND TOWN NH 2408(1)S can be abbreviated as WALLIN - RUTLTOWN NH 2408(1)S

Description: The intent of this field is to use the same work description included on the project plans title sheet. However, this field has a limitation of 120 characters maximum so it may not be possible to include this full description. If the full description does not fit within the 120 characters, a shortened work description can be used to provide information within the estimate and on the cover sheet of the printed estimate to give a sense of the project scope. Common ways to shorten the description include omitting phrases such as "the work consists of" and by listing work using commas instead of words like "and," "including," or "with."

Work Type: Select the work type that best fits the project from the drop down list. If unsure of what to use ask for guidance.

Highway Type: Select the correct Functional Classification for the project from the drop down list. If unsure of what to use ask for guidance.

Urban/Rural Type: Select the urban or rural condition for your project. There are no firm criteria for this. Guidelines include: Is the project located in a federal aid urban compact? Or, is there curbing and sidewalk? To some extent this will be based on sound judgment.

Season: Select the season that the project is expected to be bid in from the drop down list.

County: Select the <u>TOWN</u> that a project is located in from the drop down list. If the project is in multiple towns use the town with the largest percentage of the work.

Estimate cost: This field is automatically calculated as the sum of the included items. It cannot be changed.

Contingency %: This field should be left as zero. The Agency uses other methods to track the contingency at each estimate level. Including a contingency here leads to a double counting of contingency costs.

Estimate Total: This is the sum of the estimate cost and any additional added by the contingency %. It cannot be changed.

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Estimated By: Name / Date: The name of the person creating the Estimate and the date of creation.

Checked By: Name / Date: The name of the person checking the Estimate and the date of checking.

Approved By: Name / Date: The name of the person approving the Estimate and the date of approval.

Estimate Type: The stage of the estimate (preliminary, final, contract).

Notes Tab

On this tab is an area to add any additional notes on the estimate. It is stored only in the estimate file and does not print or pass to other software.

*Category Code List Tab*

(This tab is available for Agency users. Depending on their setup consultants may or may not have this tab)

This tab is a link to the estimating resource website guidance on use of category numbers. The code number given here would be the group name within estimator and the text would go in the Description field. These names need to be followed as they are set up to expedite payment during construction once the data have been passed to Constructions Site Manager system.

Docs Tab
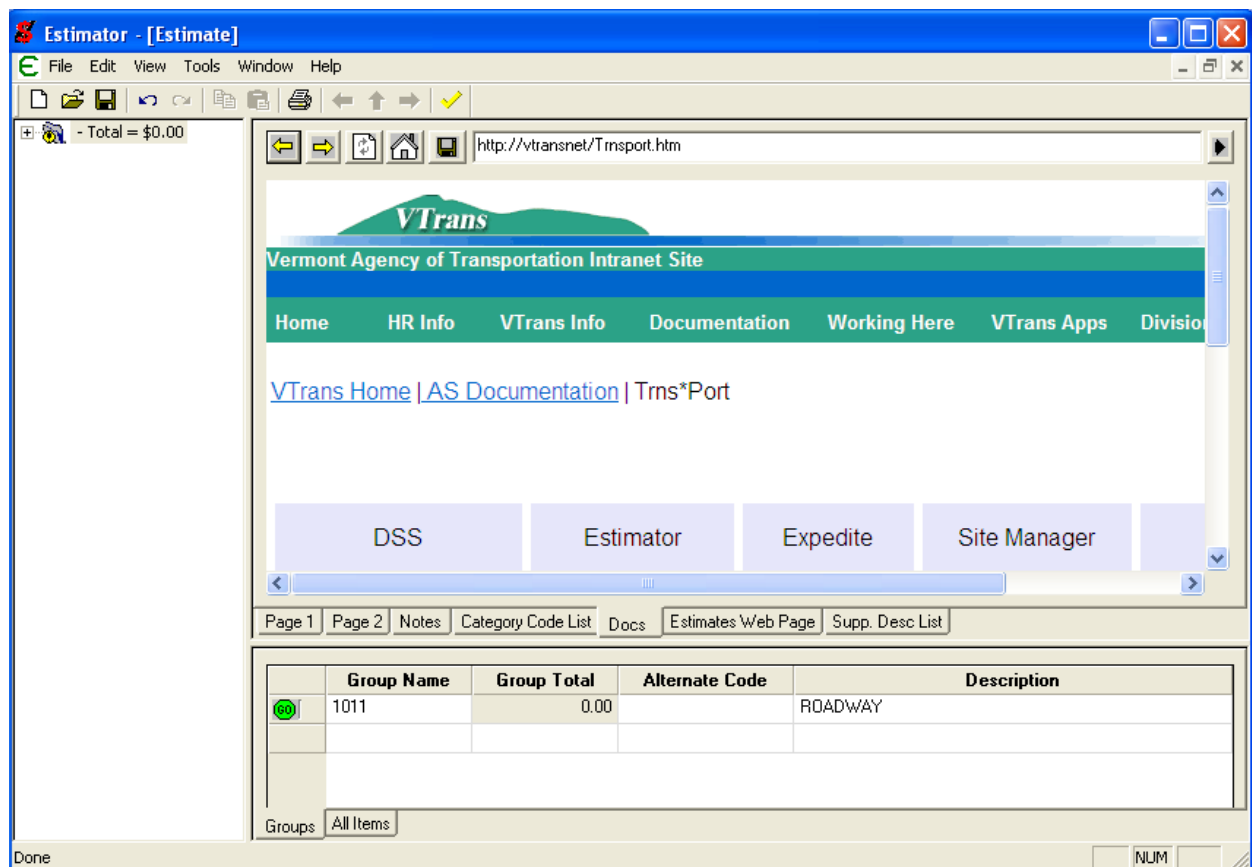
(This tab is available for Agency users.)

This tab connects to the main Vtrans Intranet It Documentation site. The Estimator users manual is found here.

Estimates Web Page Tab

(This tab is available for Agency users. Depending on their setup consultants may or may not have this tab)

This tab connects to the main estimating resource website.

Supp. Desc. List Tab

(This tab is available for Agency users. Depending on their setup consultants may or may not have this tab)

This tab is a link to the estimating resource website guidance on use of supplemental descriptions. For items that are flagged as needing a supplemental description this page gives guidance on what to use.